

UPGRADING TO A SECURE SUPPLIER PORTAL

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AGENDA

- Reasons for upgrade
- Benefits of new portal
- Helpful info
- Portal demos
- Q&A

REASONS FOR THE UPGRADE

- Protect sensitive information
- Fraud prevention & compliance
- Maintain trust with suppliers



BENEFITS OF THE UPGRADE

- Easy and safe user registration
- Enhanced view of profile information
- Secure access for users



OLD VS. NEW PORTAL

Old Portal	New Portal	Benefits
No registration requirement for new supplier registration or change requests	User(s) required to create a username and password	<ul style="list-style-type: none">▪ Enhanced security on new applications and change requests▪ Multiple users permitted
Current supplier information in UF system is not visible to the supplier	Registered user will see current supplier file information when submitting a change request	<ul style="list-style-type: none">▪ Eliminates duplicate requests and confusion▪ Users submit only necessary updates

HELPFUL INFORMATION

- New portal available 7/12/24
- Portal link & instruction guides will be available on the main [supplier webpage](#)
- Existing suppliers - no action required unless a change or update is needed

HELPFUL INFORMATION

- Suppliers may have multiple users
- Suppliers must let UF Supplier Team know if a user needs to be inactivated (staffing changes, etc.)
- International suppliers must contact UF Payroll & Tax Services as usual

ATTESTATIONS

Attestations coming soon to the supplier portal

- Foreign Countries of Concern
- Human Trafficking



RECOMMENDATION

- Suppliers should submit their initial new supplier registration and any subsequent change requests.
- Signed Supplier Tax Information Form (STIF)
 - Required for UF departmental users
 - Must be signed by the supplier
 - Include with new supplier registration and changes
- Note: User registrations for UF departments are valid for one year.

PORTAL DEMOS

New supplier registration

Supplier change request

Existing supplier user registration

QUESTIONS?

CONTACT INFORMATION

UF Supplier Team

Telephone: (352) 294-1125

Contact Form:

<https://uf.tfaforms.net/f/Finance-Hub>

THANK YOU!